CAB, CourseTools, Canvas and Self Service Banner support the first two weeks of classes, “Shopping”

* Starting one week before the first day of classes and ending two weeks after the first day of classes, “shopping period,” students that have shown an interest in a course by placing it in their primary shopping cart in Courses@Brown (cab.brown.edu) are considered “prospective students.”

<table>
<thead>
<tr>
<th>What do you need to do?</th>
<th>Self Service Banner, SSB</th>
<th>CAB</th>
<th>Course Tools</th>
<th>Canvas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email registered students, prospective* students or both.</td>
<td>Faculty use course email from class lists, Self Service Banner</td>
<td>CAB displays up-to-date enrollment #s.</td>
<td>Canvas people tool displays names.</td>
<td></td>
</tr>
<tr>
<td>View list of prospective* students.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicate with registered students throughout the semester</td>
<td>Faculty use Banner course email from Self Service Banner Class List page and directly.</td>
<td></td>
<td>Canvas sends internal messages; but students can opt out of notifications &amp; need to be instructed to look within Canvas or to change settings.</td>
<td></td>
</tr>
<tr>
<td>Request Course Tools.</td>
<td></td>
<td></td>
<td>Faculty (Staff) CourseTools.</td>
<td></td>
</tr>
</tbody>
</table>
Upload course syllabus to support “shopping.”

Replace or remove course syllabus displayed in CAB.

Access course syllabi.

Access current course syllabus for enrolled students.

Register for courses.

Students access Canvas course materials during shopping period.

Faculty use Canvas tools during shopping period.

Enter midterm & final grades.

Generate & use Course Override Codes

Faculty (Staff) upload CourseTools.

Faculty (Staff) CourseTools.

Fac, staff, & students use CAB.

Registered students go to Canvas sites.

Registered & prospective* students access materials in Canvas sites.

Registered & prospective* students can both participate.

Registered & prospective* students go to Canvas sites.

Students access Banner course registration within CAB.

CAB displays link to Canvas sites for registered & prospective* students.

Students enter override codes in CAB.

Students DROP & change Grade Options in SSB.

Students access Banner course registration within CAB.

Table on google drive for printing.

Information about Prospective Students

First Two Weeks of Classes (Shopping Period) and Canvas Course Access

Class Communications

Publishing your Syllabus to Canvas

Tags

ITG